

MONTANA BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS

301 South Park Avenue
PO Box 200513
Helena Montana 59620-0513
Phone: (406)841-2017 or (406)841-2351 Fax: (406)841-2309
E-MAIL: dlibsdpels@mt.gov
WEBSITE: www.engineer.mt.gov

APPLICATION PROCEDURES FOR:

PROFESSIONAL ENGINEER

ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED.

(Please allow 14 days for processing from the date that the Board has received your complete routine application)

GENERAL INSTRUCTIONS: Applicants for licensure by exam or comity shall complete the application form in every detail unless they hold a current NCEES Council Record.

LICENSE REQUIREMENTS

Applicants for licensure by examination must meet one of the following set of requirements:

- 1) Four Year ABET Engineering Degree, passed the Fundamentals of Engineering Examination, and have obtained 4 years of engineering experience under a professional engineer.
- 2) Four year related science degree, passed the Fundamentals of Engineering Examination, and have obtained 8 years of engineering experience under a professional engineer.
- 3) Four year related science or engineering degree with 20 years of engineering experience of which 10 years must be in charge of important engineering projects.
- 4) A doctorate degree in engineering from an institution approved by the board and 4 years of progressive engineering experience.

Applicants for licensure by comity must meet one of the 4 options above, passed the Principles & Practices of Engineering Examination, and must hold a current license in a jurisdiction with similar licensure requirements. To determine similarity with Montana Statutes compare to **Montana Code Annotated (MCA) 37-67-306 Qualifications of applicant for licensure as professional engineer**. Foreign licensure is generally not considered equivalent to the standards above so examinations would be required.

FEES:

Payment of fees shall be by money order, personal check or certified check, payable to the Montana Board of PELS. APPLICATION FEES ARE NON REFUNDABLE. Please do not send cash.

Prof. Engineer Application & Exam:	\$50.00
Prof. Engineer by Comity:	\$150.00 (current valid license in other State)

DEADLINE DATES: Only Completed Applications for Exam or Comity will be reviewed at a full board meeting. Comity applications can be reviewed and approved in the board office unless it is determined that they must go to the board for review. Comity applications indicating prior disciplinary action against the applicant in another state or applications that do not appear to meet the minimum requirements will be taken to the next regularly scheduled board meeting. The board office must receive applications on the following dates for review at a regularly scheduled meeting:

JANUARY 15	FOR REVIEW AT THE WINTER MEETING FOR SPRING EXAM
APRIL 15	FOR REVIEW AT THE SPRING MEETING FOR FALL EXAM
JULY 15	FOR REVIEW AT THE SUMMER MEETING FOR FALL EXAM

Please be aware that your application will not be considered by the Board unless all required documentation has been received within 3 days of the next scheduled Board Meeting. To obtain Board Meeting dates please visit our website at: www.engineer.mt.gov

The Board encourages the applicants to attend the meeting however, if you are unable to attend you will be notified of the Board's decision in writing.

SUPPORTING DOCUMENTATION

(Option 1) BY EXAMINATION OR COMITY AND WITHOUT A NCEES RECORD:

Complete all portions of application and affidavit and make arrangements for the following items to be completed:

COLLEGE/UNIVERSITY TRANSCRIPTS: Official transcripts of college credits sent directly to the Board office from the school, college, or university. Transcripts marked "ISSUED TO STUDENT" **will not** be accepted.

REFERENCE FORM LETTERS: Make five copies of the reference form and send it to references listed in application. For each working engagement listed showing experience, at least one individual shall serve as a reference for that engagement. References must be from at least three (3) professional engineers licensed in the United States having personal knowledge of the applicant's experience. **Those providing references must complete the form and mail it directly to the board office.**

PLEASE NOTE: If the required reference forms are not received within a period of three months after the date of receipt of the application in the office of the board, the application shall be rejected and the application fees forfeited. This is in accordance with ARM 24.183.503(2)

Please be aware that applications will not be considered by the Board unless all documentation is received three days prior to the board meeting.

VERIFICATION OF LICENSURE/EXAMINATION INFORMATION: Applicants by comity (without a NCEES record) or examination applicants without a Montana Engineer Intern (EI) certificate must request verification from the state in which they were originally licensed and are current. In the case of an Engineer Intern (EI) and or Professional Engineer PE in different states, must send verification. Make as many copies of the verification form as needed.

MONTANA LICENSING EXAMINATION: All applicants must complete the Montana Engineer Licensing Law and Rule Questionnaire.

(Option 2) SUPPORTING DOCUMENTATION FOR APPLICATIONS BY COMITY WITH A CURRENT NCEES RECORD: Complete the following pages: 5, 6, 7, 8, 16, 20, 21, and 22. The following sections do not need to be completed Professional Education, Licensure Verification, Resume of Experience, Professional & Character Reference, and Experience Detail Sheet.

REQUEST COPY OF NCEES RECORD: Contact NCEES records department at 864-654-6824 to have NCEES record sent electronically to State of Montana. To find out more about the NCEES Council Record, please call (864) 654-6824 or access the home page at <http://www.ncees.org>

EXAMINATION DATES AND DISCIPLINES OFFERED:

Spring Examination Dates:

April 11, 2008	April 8, 2011
April 24, 2009	April 13, 2012
April 16, 2010	April 12, 2013

Fall Examination Dates:

October 24, 2008	October 28, 2011
October 23, 2009	October 26, 2012
October 29, 2010	October 25, 2013

Spring Examination Disciplines Offered:

Architectural, Chemical, Civil, Electrical/Computer, Environmental, Mechanical, Naval Architecture/Marine Engineering, Structural I and Structural II

Fall Examination Disciplines Offered:

Agricultural, Chemical, Civil, Control Systems, Electrical/Computer, Environmental, Fire Protection, Industrial, Manufacturing, Mechanical, Metallurgical, Mining/Mineral, Nuclear, Petroleum, Structural I and Structural II.

APPLICATION PROCEDURES

- ◆ When a routine application for comity is complete, it will be processed and considered by Board staff for permanent licensure. The applicant may be notified if additional information is required or if the applicant will be required to appear before the Board during a regularly scheduled Board meeting.
- ◆ If the application is considered a non-routine application, there may be a delay in processing of the application. Non-routine applications may take up to 120 days to process.
- ◆ All verifications of licensure must be sent directly from each state board in which the applicant is currently or has ever been licensed. Please make copies of the attached verification request form as needed. Some states may charge a fee for verifications. Contact each state board prior to sending the request.
- ◆ Keep the Board office informed at all times of address changes and or contact information. This is essential for timely processing of applications and subsequent licensure.

EXAMINATION REGISTRATION

All examinations are administered by Engineering Land Surveying Examination Services (ELSES). Please go to www.els-examreg.org for information on current examination registration fees, registration deadlines and other information. Fees paid to ELSES for examination registration are separate from the examination application fee paid to the Board office. The deadline for examination applications to be received at the Board office for the April (spring) examination is January 15 and the deadline for the October (fall) examination is July 15. All examination applicants are urged to submit their applications as early as possible as delays sometimes occur in processing.

If you are unsure about any instructions or procedures, contact the Board office at: (406)841-2351 or e-mail questions to: dlbsdps@mt.gov

MONTANA BOARD OF PEPLS

PO Box 200513

301 South Park Ave, 4th Floor

Helena MT 59620 - 0513

Phone: (406) 841-2017 Fax: (406) 841-2309

E-mail: dlibsdpels@mt.gov

Website: <http://www.engineer.mt.gov>

ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED.

(Please allow 30 days for processing from the date that the Board has received your complete routine application)

APPLICATION FOR: PROFESSIONAL ENGINEER

APPLICATION FOR LICENSURE: (please check one)

☐

PROFESSIONAL ENGINEER BY EXAM/MONTANA EI \$50.00

If applying by examination please indicate the discipline you will be applying for: _____

☐

PROFESSIONAL ENGINEER BY EXAM/NON MONTANA EI \$50.00

If applying by examination please indicate the discipline you will be applying for: _____

☐

PROFESSIONAL ENGINEER BY COMITY: _____ \$150.00

[Indicate discipline]

DO YOU HAVE A NCEES COUNCIL RECORD? (Please see instructions for applying with a NCEES Council Record)

YES ☐ NO ☐

Social Security Number _____

Full Name _____
Last First Middle

Gender _____ Date of Birth _____ E-mail Address _____

Please indicate how you would like your name to appear on your license and wall certificate:

Please indicate your preferred mailing address ____ Home or ____ Business

Residential Information

Phone _____

Fax _____

Address _____

Zip Code _____

City, State _____

Business (Present Employer) Information

Business Name _____

phone _____ fax _____

Address _____

Zip Code _____

City, State _____

PROFESSIONAL ENGINEER APPLICATION

Revised 1/2009

Page 6 of 22

All applicants must answer the following questions. If you answer, "yes" to any of these questions, attach a detailed explanation on a supplemental sheet containing names of organizations, dates, reasons, and outcome. If you answer "yes" to any question that relates to disciplinary action, attach copies of the document that initiated each action and all final orders. Section 37-1-105 MCA, requires that you report this information. Failure to accurately furnish this information is grounds for denial or revocation of your license.

1. Have you ever had an application for a professional or occupational license refused or denied? If yes, please attach a detailed explanation and provide supporting documentation from the source.
☐ Yes
☐ No
2. Have you ever withdrawn an application for licensure prior to the licensing agency's decision regarding your application? If yes, please attach a detailed explanation and provide supporting documentation from the source.
☐ Yes
☐ No
3. Have you ever been denied the privilege of taking an examination required for any professional or occupational license? If yes, please attach a detailed explanation and provide supporting documentation from the source.
☐ Yes
☐ No
4. Have you ever withdrawn or been suspended, placed on probation, expelled or requested to resign from any postsecondary educational program? If yes, please attach a detailed explanation and provide supporting documentation from the source.
☐ Yes
☐ No
5. Have you ever requested temporary or permanent leave of absence, been placed on probation, restricted, suspended, revoked, allowed to resign, or otherwise acted against by any professional or occupational education program (i.e., residency, internship, apprenticeship, etc)? If yes, please attach a detailed explanation and provide supporting documentation from the source.
☐ Yes
☐ No
6. Has a licensing agency initiated or completed disciplinary action against any professional or occupational license you have held? If yes, please provide agency documents including the complaint, initiating documents, orders, final orders, stipulations and consent and/or settlement agreements directly from the source.
☐ Yes
☐ No
7. Have you ever voluntarily surrendered, cancelled, forfeited, failed to renew a professional or occupation license in anticipation of or during an investigation or disciplinary proceedings or action? If yes, please attach a detailed explanation and provide supporting documentation from the source.
☐ Yes
☐ No
8. Has a complaint ever been made against you with a professional or occupational licensing agency? If yes, please attach a detailed explanation and provide supporting documentation from the source.
☐ Yes
☐ No

9. Have you ever been censured, expelled, denied membership or asked to resign from a professional organization related to your professional or occupation? If yes, please attach a detailed explanation and provide documentation from the source.
- ☐ Yes
- ☐ No
10. Have you ever been the subject of any sanction or action, denial, suspension, revocation, restriction or termination regarding your ability to prescribe, dispense or administer drugs including controlled substances? If yes, please attach a detailed explanation and provide documentation from the source.
- ☐ Yes
- ☐ No
11. Do you have any initiated or completed action against you by any state, federal, tribal, or foreign licensing jurisdiction? (For example: Drug Enforcement Agency; Alcohol, Tobacco and Firearms; Homeland Security; Indian Health Service, etc) If yes, please attach a detailed explanation and provide documentation from the source.
- ☐ Yes
- ☐ No
12. Have any civil legal proceedings been filed against you by a employer/employee? If yes, attach a detailed explanation and documentation from the source including initiating document(s) and documentation of final disposition.
- ☐ Yes
- ☐ No
13. Do you have any criminal charges pending or have you ever pled guilty, forfeited bond, or been convicted of a crime (whether or not sentence was suspended or deferred), or have you pled no contest or had prosecution deferred whether or not an appeal is pending? If yes, attach a detailed explanation and documentation from the source. You must report but may omit documentation for: (1) misdemeanor traffic violations resulting in fines of less than \$100; and (2) charges or convictions prior to your 18th birthday unless you were tried as an adult.
- ☐ Yes
- ☐ No
14. Have you ever been diagnosed with chemical dependency or another addiction, or have you participated in a chemical dependency or other addiction treatment program? If yes, please attach a detailed explanation and provide documentation regarding evaluations, diagnosis, treatment recommendations and monitoring from the source.
- ☐ Yes
- ☐ No
15. Have you ever been diagnosed with a physical condition or mental health disorder involving potential health risk to the public? If yes, please provide a detailed explanation.
- ☐ Yes
- ☐ No
16. Have you ever been courts martial or discharged other than honorably from any branch of the armed service? If yes, attach a detailed explanation and documentation for the source.
- ☐ Yes
- ☐ No

QUALIFICATIONS USING TO APPLY FOR LICENSURE:(CHECK ONE)

- ☐ 4 year engineering degree, 4 years of engineering experience, passed the Fundamentals of Engineering Examination.
- ☐ 4 year related science degree, 8 years of engineering experience, passed Fundamentals of Engineering Examination.
- ☐ 4 year related science degree or engineering degree and 20 years of engineering experience, or
- ☐ A doctorate degree in engineering from an institution approved by the board and 4 years of progressive engineering experience.

PROFESSIONAL EDUCATION:

List all colleges, universities, and institutions where you have obtained an official engineering or related science degree. Official transcripts must be sent directly to the Board Office from the college or university.

Name of University or College	City and State/Province/Territory	Dates Attended	Degree Earned

LICENSURE VERIFICATION

List state that original license was obtained even if no longer valid. Verification must be sent directly to Montana from each state/province/territory (See verification form).

PROFESSIONAL ENGINEER APPLICATION

Revised 1/2009

Page 9 of 22

State	Type of license	License #	Issue Date	Expiration Date	License Method	Requested State Verification
	EIT or EI				<input type="checkbox"/> Exam <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
	PE				<input type="checkbox"/> Exam <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No

**MONTANA BOARD OF PROFESSIONAL ENGINEERS &
PROFESSIONAL LAND SURVEYORS**

24.183.702 CLASSIFICATION OF ENGINEERING EXPERIENCE

(1) Engineering experience shall include the following:

(a) Subprofessional experience gained before graduation. This experience shall be credited to the required preprofessional experience at a maximum of one-half the period of experience. Subprofessional experience shall be limited to no more than one year of preprofessional experience. Credible subprofessional experience may include one or more of the following:

- (i) engineering experience, supervised; or
- (ii) construction experience, supervised.

(b) Preprofessional experience is four years of total progressive experience, all of which is required to be completed at the time of application. Credible experience may include:

- (i) approved subprofessional experience;
- (ii) progressive experience on engineering projects which indicate the experience is of increasing quality and required greater responsibility;
- (iii) experience not obtained in violation of the licensure act;
- (iv) experience gained under the supervision of a licensed professional engineer/land surveyor or, if not, an explanation of why the experience should be considered acceptable;
- (v) credible teaching experience at an advanced level, post graduate or senior graduate, in a college or university offering an engineering curriculum of four years or more that is approved by the board;
- (vi) experience gained in engineering research and design projects by members of an engineering faculty, in an engineering curriculum approved by the board;
- (vii) successful completion of graduate study leading to the master's degree in engineering, which has followed a baccalaureate degree in engineering, as credit for one year's experience. If the Ph.D. in engineering is completed under the same conditions, two year's total experience may be credited, including the one year credited for the master's degree, in the two year's total. If the Ph.D. is obtained without the master's degree, two year's experience may be credited. All degrees shall have been obtained from colleges or universities with board approved programs.

(2) Experience must be completed at the time of application. Experience time cannot be counted during periods counted for education.

(3) Experience should be gained under the supervision of a registered professional engineer or, if not, an explanation should be made showing why the experience should be considered acceptable.

(4) Upon request by the board, an applicant must demonstrate knowledge of fundamental principles of engineering design and the practical solution of engineering problems. (History: 37-67-202, MCA; IMP, 37-67-306, 37-67-309, MCA; Eff. 12/31/72; AMD, 1978 MAR p. 903, Eff. 6/24/78; AMD, 1979 MAR p. 1687, Eff. 12/28/79; TRANS, from Dept. of Prof. & Occup. Lic., Ch. 274, L. 1981, Eff. 7/1/81; AMD, 1986 MAR p. 1958, Eff. 11/29/86; AMD, 1998 MAR p. 534, Eff. 2/27/98; TRANS, from Commerce, 2002 MAR p. 1756; AMD, 2006 MAR p. 1630, Eff. 6/23/06.)

RESUME OF EXPERIENCE:

Experience time entered in this portion of the application is defined in ARM 24.183.702 (see page 7).

- a. New applicants must fill out columns (1) and (2) under the "Experience" heading below. Comity applicants must fill out column (3) under the "Experience" heading below. Enter years of experience in years and months.
- b. For new applicants, time in sub-professional work is identified in column (1). Enter the total years of sub-professional work identified in column (1) on Line 5. Then multiply the total sub-professional years by 0.5 and write the result in column (1) Line 7. A maximum of one year of sub professional experience is allowed.

Engagement #	DATES		TITLE OF POSITION & NAME OF EMPLOYER Denote your title and name of employer in this column. This page of the application is a summary sheet of your experience. Use extra sheets to explain in detail your experience with each firm. Describe specific projects and your level of responsibility for the project. The Board will determine from the information presented whether or not you meet Montana's current requirements.	EXPERIENCE Years and months						Name, license # and present address of someone familiar with each engagement, preferably by your immediate supervisor. (Please do not put down deceased persons).
	From	To		(Please sum the total years and months of experience at the bottom of this page)						
				(1) Time In sub-prof. work (can claim only 1		(2) Time In pre-prof. work		(3) Time Total after obtaining PE		
				Yr	Mo	Yr	Mo	Yr	Mo	
PLEASE USE EXTRA SHEETS TO EXPLAIN IN DETAIL If you do not explain in sufficient detail, your application will be returned, and you will be requested to provide a more detailed description of your engineering experience. Explain your engineering experience in detail on the extra sheets.										
1.0			Title: Name of Employer:							
2.0			Title: Name of Employer:							
3.0			Title: Name of Employer:							
4.0			Title: Name of Employer:							
			Line 5: Total of sub-professional work							
			Line 6: x	0.5	0.5					
			Line 7: Total of experience time A maximum of one year of sub professional experience can be claimed.							

Note: This sheet can be duplicated if more than four (4) engagements.

Example

RESUME OF EXPERIENCE

Engagement #	DATES		TITLE OF POSITION & NAME OF EMPLOYER Denote your title and name of employer in this column. This page of the application is a summary sheet of your experience. Use extra sheets (see example on following pages) to explain in detail your experience with each firm. Describe specific projects and your level of responsibility for the project. The Board will determine from the information presented whether or not you meet Montana's current requirements.	EXPERIENCE Years and months (Please sum the total years and months of experience at the bottom of this page)						Name, license # and present address of someone familiar with each engagement, preferably by your immediate supervisor. (Please do not put down deceased persons).
	From	To		(1) Time In sub- prof. work		(2) Time In pre- prof. work		(3) Time Total after obtaining PE		
				Yr	Mo	Yr	Mo	Yr	Mo	
1. 0	9/2/99	10/1 2/02	Title: Project Engineer Name of Employer: Albany Engineers, Inc.			1	1			John Doe 12345PE 4001 South Park New York New York 10001
2. 0	2/1/97	9/1/9 9	Title: Engineer Name of Employer: Bailey Engineers, Inc.			2	7			John Smith 12345PE 1001 South Park Boise Idaho 83900
3. 0	5/1/96	8/30/ 96	Title: Summer Intern Engineer Name of Employer: Rocky Exploration, Inc.		4					John Olson 12345PE 3001 South Park Denver Colorado 59000
4. 0	1/2/96	6/1/9 6	Title: Co-op Engineer Name of Employer: Bailey Engineers, Inc.		6					John Mitchell 12345PE 1001 South Park Boise Idaho 83900
			Line 5: Total of sub-professional Work	0	10					
			Line 6: x	0.5	0.5					
			Line 7: Total of experience time	0	5	3	8			

Note: This sheet can be duplicated if more than four (4) engagements.

PROFESSIONAL & CHARACTER REFERENCES:

Please type or print names and addresses of 5 references; three of the references must be professional engineers. If work was not gained under a licensed professional engineer's responsible charge, an explanation must accompany this application. Examples could include gaining experience in military or an industrially exempt area such as working for a large chemical company that does not provide engineering to the public. These names provided should be directly related to the experience being submitted for review.

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

Name:
Address:
Telephone Number:

(You may duplicate this sheet on a word processor or a copy machine)

Use extra sheets to explain in detail your experience with each firm. Describe specific projects and your level of responsibility for the project. The Board will determine from the information presented whether or not you meet Montana's current requirements.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Example

EXPERIENCE DETAIL SHEET

Engagement #: 1

Title: Project Engineer

Employer: Albany Engineers

Dates of Employment: From: 9/2/99 to 10/12/02

Description of Duties:

Use extra sheets to explain in detail your experience with each firm. Describe specific projects and your level of responsibility for the project. The Board will determine from the information presented whether or not you meet Montana's current requirements.

Typical duties included engineering design, issuance of engineering change notices, construction inspection, and oversight of completion of as built drawings McCleod River Bridge Project:

I was responsible for preliminary design of a bridge to cross the McCleod River where a previous bridge had

failed. Tasks included design of footings in an area with high clay content soils. Also provided stress and strain analysis of bridge components.

McCleod County Irrigation Project: I was responsible for design of an irrigation system covering 160 acre area. I calculated water

requirements, pump requirements and specified piping for the project. The project was constructed and performed as designed.

AFFIDAVIT

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of Professional Engineers and Professional Land Surveyors.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the applicable licensure laws of the State of Montana and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application.

Applicant Signature_____Date_____

REQUEST FOR VERIFICATION OF LICENSURE OR EXAMINATION

[Montana EI's do not have to submit this form]

FROM: **STATE OF MONTANA**
BOARD OF PROFESSIONAL
ENGINEERS AND PROFESSIONAL
LAND SURVEYORS
PO BOX 200513
HELENA MT 59620
dlibsdpels@mt.gov
(406) 841-2017 (TELEPHONE)
(406) 841-2309 (FAX)

NAME: _____
ADDRESS: _____

SS#: _____
DOB#: _____
Email: _____

I: THE ABOVE NAMED PERSON WAS CERTIFIED OR LICENSED AS:

	Certificate Number	Date Issued	Valid Until
<input type="checkbox"/> ENGINEER-INTERN	_____	_____	_____
<input type="checkbox"/> PROFESSIONAL ENGINEER.....	_____	_____	_____
<input type="checkbox"/> STRUCTURAL ENGINEER.....	_____	_____	_____
<input type="checkbox"/> LAND SURVEYOR-INTERN	_____	_____	_____
<input type="checkbox"/> PROFESSIONAL LAND SURVEYOR.....	_____	_____	_____
<input type="checkbox"/> OTHER	_____	_____	_____

II: BASIS OF LICENSURE

	Hours	Results	NCEES	Exam Date
1. <input type="checkbox"/> WRITTEN EXAMINATION				
FE	_____	_____	_____	_____
PE	_____	_____	_____	_____
STR	_____	_____	_____	_____
FLS	_____	_____	_____	_____
PLS	_____	_____	_____	_____
State Specific/Other:	_____	_____	_____	_____
EXAMINATION OPTION/DISCIPLINE:	_____	_____	_____	_____
2. <input type="checkbox"/> ORAL EXAMINATION	_____ hrs. PE	_____ hrs. PLS		
3. <input type="checkbox"/> FE/FLS ACCEPTED FROM:	_____			
<input type="checkbox"/> PE/PLS ACCEPTED FROM:	_____			
4. <input type="checkbox"/> OTHER:	_____			

III. QUESTIONS:

- Has any disciplinary action ever been taken against the applicant? Yes ☐ No ☐
- If yes, has this disciplinary case been satisfied to the board's requirements? Yes ☐ No ☐
If no, give details: _____
- Was the NCEES Cut-Score used? ☐ YES ☐ NO If NO, please explain: _____

IV. REMARKS: _____

BY: _____

SEAL

TITLE: _____

STATE: _____

REFERENCE FORM (Page 1 of 2)

**MONTANA BOARD OF PROFESSIONAL ENGINEERS &
PROFESSIONAL LAND SURVEYORS**

301 South Park Avenue PO Box 200513
Helena, Montana 59620-0513
Phone: (406)841-2017 Fax:(406)841-2309
E-MAIL: dlibsdpels@mt.gov
WEBSITE: www.engineer.mt.gov

Applicant is to give this form to References.

References are to mail completed form directly to the Board Office at the above address.

_____ of _____ has applied to this Board for licensure
(Name of applicant) (Company, Town, & State)

in the State of Montana as a/an **Engineer Intern, Professional Engineer, Land Surveyor Intern, Land Surveyor** (circle one), and has given your name either as a reference or has stated that he/she has worked for or with you. We appreciate you providing us the information requested on the reverse of this form and assure you that such information will be treated in the strictest confidence.

The practice of professional engineering and land surveying is regulated by statute in Montana for the protection of the public against incompetent or unscrupulous persons in accordance with Chapter 37, Title 67, Montana Code Annotated.

"37-67-301. License required to practice or offer to practice. In order to safeguard life, health, and property and to promote the public welfare, any person in either public or private capacity practicing or offering to practice engineering or land surveying shall hereafter be required to submit evidence that he is qualified so to practice and shall be registered as hereinafter provided. From and after January 1, 1958, it shall be unlawful for any person to practice or to offer to practice in this state engineering or land surveying, as defined in this chapter, or to use in connection with his name or otherwise assume, use, or advertise any title or description tending to convey the impression that he is a professional engineer or a professional land surveyor unless such person has been duly registered under the provisions of this chapter."

"37-67-101. Definitions. As used in this chapter, the following definitions apply:..

(5) (a) "Practice of engineering" means:

- (i) any service or creative work the adequate performance of which requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences to the services or creative work as consultation, investigation, evaluation, planning and design of engineering works and systems, planning the use of water, teaching of advanced engineering subjects, engineering surveys, and the inspection of construction for the purpose of ensuring compliance with drawings and specifications;
- (ii) any of the functions described in subsection (5)(a)(i) that embrace the services or work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects, and industrial or consumer products or equipment of mechanical, electrical, hydraulic, pneumatic, or thermal nature insofar as they involve safeguarding life, health, or property.
- (b) The term includes other professional services necessary to the planning, progress, and completion of any engineering services.
- (c) The term does not include the work ordinarily performed by persons who operate or maintain machinery or equipment, communication lines, signal circuits, electric power lines, or pipelines."

"37-67-101. Definitions. As used in this chapter, the following definitions apply:..

- (6) "Practice of land surveying" means any service or work, the performance of which requires the application of special knowledge of the principles of mathematics, physical sciences, applied sciences, and:
 - (a) the principles of property boundary law to the recovery and preservation of evidence pertaining to earlier land surveys;
 - (b) teaching of land surveying subjects;
 - (c) measurement and allocation of lines, angles, elevations, and coordinate systems;
 - (d) location of natural and constructed features in the air, on the surface of the earth, within underground workings, and on the beds of bodies of water, including work for the determination of areas and volumes;
 - (e) monumenting of property boundaries;
 - (f) platting and layout of lands and the subdivisions of land, including the alignment and grades of streets and roads in subdivisions; and
 - (g) preparation and perpetuation of maps, plats, field note records, and property descriptions."

PROFESSIONAL ENGINEER APPLICATION

Revised 1/2009

Page 19 of 22

PLEASE NOTE: If the required reference forms are not received within a period of three months after the date of receipt of the application in the office of the board, the application shall be rejected and the application fees forfeited. This is in accordance with ARM 24.183.503(2)

REFERENCE FORM (page 2 of 2)

The Board is required by law to obtain evidence of the good character and qualifications of applicants for licensure as professional engineers or professional land surveyors before licensure.

RE: Application of _____ Application for: EI, PE, LSI, LS (Circle One)
(name of applicant)

1. My full name _____
2. My mailing address is _____
(Street & number) (City) (State & Zip)
3. My present business or profession is _____

Please check which apply:

4. I _____ am _____ am not a registered professional _____ in _____
(Engineer or Land Surveyor) (State)
Branch/Discipline _____ License Number _____
5. My personal knowledge of the applicant is primarily with regard to his or her:
_____ character _____ personal reputation _____ professional competency
6. From personal knowledge, I know that this individual's professional reputation is (please choose one):
_____ excellent _____ above average _____ average _____ below average _____ poor
7. PROFESSIONAL COMPETENCE REFERENCE (Item 7 to be completed only if the individual worked with you or for you at any time) I have worked _____ with _____ employed, or the applicant has worked under my supervision as follows:

DATES	PROJECT	APPLICANT'S TITLE	APPLICANT'S EMPLOYER	EXTENT OF APPLICANTS RESPONSIBILITY (please be specific)

8. Please briefly evaluate the applicant as a Professional Engineer/Land Surveyor:

9. I _____ do _____ do not know from personal knowledge that the applicant is qualified to be placed in responsible charge of either land surveying projects or supervision of some branch of engineering,
10. I _____ do _____ do not recommend the applicant for licensure as a Professional Engineer/Land Surveyor.

I make the above statements with full knowledge that the person above is making application for licensure by the State of Montana and having carefully read the information given on the first page of this "Reference Form" document in the definitions of Section 37-67-101.

License Seal if Applicable

Date Signature

APPLICANT'S NAME: _____ **DATE:** _____

This licensing law and rule questionnaire is an integral part of the application process. All answers can be found at the website: <http://www.engineer.mt.gov>; or with the Law and Rule Booklet provided upon request. Please indicate your answers by circling "T" for true or "F" for false for each statement and writing in the legal reference for the statement. A passing score of 80% or 32 correct answers out of 40 is required. This questionnaire may not be duplicated or completed and provided to other applicants.

Montana Engineer Licensing Law and Rule Questionnaire			
Note: This completed exam must accompany application			
No.	Circle True/ False	Statement	Legal Reference
	<input checked="" type="radio"/> T <input type="radio"/> F	One of the duties of the Board of Professional Engineers and Professional Land Surveyors (Board) is to investigate, complaints of illegal or unethical conduct of engineers licensed by the Board.	37-1-101
1.	<input type="radio"/> T <input type="radio"/> F	Under Montana law, it is the duty of all applicants for license or renewal to report any legal or disciplinary actions against them, which relate to the applicant's practice or fitness to practice.	
2.	<input type="radio"/> T <input type="radio"/> F	The Board is obligated by Montana law to enforce rules governing licensure of engineers and land surveyors.	
3.	<input type="radio"/> T <input type="radio"/> F	The Board is not required by law to conduct a contested case hearing when a license is denied or a probationary license is issued.	
4.	<input type="radio"/> T <input type="radio"/> F	The Board may issue subpoenas in connection with investigations and disciplinary proceedings.	
5.	<input type="radio"/> T <input type="radio"/> F	A person or private entity, filing a complaint in good faith is not immune from suit in a civil action related to filing or contents of the complaint.	
6.	<input type="radio"/> T <input type="radio"/> F	Assisting in the unlicensed practice of a profession or occupation or allowing another person or organization to practice or offer to practice by use of the licensee's license is considered unprofessional conduct by Montana law.	
7.	<input type="radio"/> T <input type="radio"/> F	Practice of engineering includes work ordinarily performed by persons who operate or maintain machinery or equipment, communication lines, signal circuits, electric power lines, or pipelines.	
8.	<input type="radio"/> T <input type="radio"/> F	Teaching of advanced engineering subjects is not defined in as engineering in Montana.	
9.	<input type="radio"/> T <input type="radio"/> F	A person must be considered to practice engineering, within the meaning and intent of Montana law, who by verbal claim, advertisement, letterhead, card, or in any other way represents that the person is a professional engineer.	
10.	<input type="radio"/> T <input type="radio"/> F	A person is not considered to be practicing engineering when the work does not include final engineering and is done under the direct supervision of a person holding a professional engineer's license.	
11.	<input type="radio"/> T <input type="radio"/> F	The Board may not adopt rules for proper performance of its duties, as the Montana Legislature can only do this.	
12.	<input type="radio"/> T <input type="radio"/> F	In order to safeguard life, health, and property and to promote the public welfare, a person in either a public or private capacity practicing or offering to practice engineering is required to submit evidence that the person is qualified to practice and is licensed as provided by Montana law.	
13.	<input type="radio"/> T <input type="radio"/> F	Applicants can be exempt from the fundamentals of engineering examination if they have a PhD in an approved engineering curriculum or if they have 20 years or more of progressive engineering experience.	

Montana Engineer Licensing Law and Rule Questionnaire**Note: This completed exam must accompany application**

No.	Circle True/ False		Statement	Legal Reference
14.	T	F	If a person is licensed to practice engineering in another state and that state has licensing laws and rules that are at least equivalent with Montana laws and rules, then that person can be issued a Montana license without examination.	
15.	T	F	An engineer may affix his seal and signature on any plans or drawings after his (her) license has expired, provided he (she) has notified the Board.	
16.	T	F	Professional engineer licenses are valid for 4 years.	
17.	T	F	Before a professional engineer license can be renewed, the licensee must affirm that they have maintained the required CE during the preceding licensing period.	
18.	T	F	Failure to renew a professional engineer license on time will result in additional fees to the licensee.	
19.	T	F	If the renewal process is not completed within one year, the licensee will be considered a new applicant, potentially requiring re-testing.	
20.	T	F	A partnership or corporation may engage in the practice of engineering in Montana, provided the member of the firm who is in responsible charge is a licensed engineer in Montana.	
21.	T	F	A partnership, corporation or sole proprietorship does not need a certificate of authorization from the Board in order to provide engineering services in Montana.	
22.	T	F	It is a criminal offense if a person knowingly presents or attempts to use the license or the seal of another person.	
23.	T	F	The Board may adopt rules without using the public participation rules governing state agencies.	
24.	T	F	Baccalaureate engineering or engineering technology programs accredited by the accreditation board for engineering and technology (ABET) or equivalent curricula as approved by the Board shall meet the education requirements for licensing.	
25.	T	F	Sub professional experience is experience that is gained before graduation, is counted at a 50% rate, and will be awarded at a one year maximum.	
26.	T	F	If an applicant for licensing as a professional engineer does not have the opportunity to gain experience under the supervision of a licensed professional engineer, then the applicant should not apply for engineering licensure.	
27.	T	F	A licensee may not practice any professional engineering in the state of Montana while the license is in an inactive status.	
28.	T	F	A person who holds a professional engineering license in another state must take the fundamental of engineers exam and the professional engineers exam in order to be licensed in Montana.	
29.	T	F	A licensed professional engineer's seal cannot be of the rubber stamp variety.	
30.	T	F	A licensed engineer in Montana must certify at license renewal time that he (she) has completed 120 hours of professional development/continuing education during the previous licensing period.	
31.	T	F	New licensees by exam or comity are exempt from obtaining professional development hours (PDH) during their first renewal cycle.	
32.	T	F	Anyone wishing to enter a complaint against a professional engineer may do so by telephoning the Board.	

Montana Engineer Licensing Law and Rule Questionnaire**Note: This completed exam must accompany application**

No.	Circle True/ False		Statement	Legal Reference
33.	T	F	The term "direct supervision" means the licensee, by regular participation, has exercised directing, guiding and restraining power on matters embodied in the plans, designs, and advice involved in the engineering work and accepts responsibility for the contents.	
34.	T	F	To be in "responsible charge" an engineer must personally make engineering decisions, or review and approve proposed engineering decisions prior to their implementation.	
35.	T	F	Licensees shall issue no statements, criticism or arguments on technical matters which are inspired or paid for by interested parties, unless licensees preface their comments by explicitly identifying the interested parties on whose behalf they are speaking and by revealing the existence of any interest the licensees may have in the matters.	
36.	T	F	Licensees are not required to have knowledge of the laws and rules of their profession as they can have their attorneys provide guidance as matters arise.	
37.	T	F	Licensees' primary obligation is to protect the safety, health property and welfare of the public and shall notify their employer, client and such other authority when their professional judgment is overruled in such a manner as to endanger the safety, health, property or welfare of the public.	
38.	T	F	Since Montana does not license engineers by discipline, a licensee may affix their signatures or seals on any set of plans or documents regardless of engineering discipline or the engineer's area of competency.	
39.	T	F	Licensees shall not accept compensation, financial or otherwise, from more than one party for services on the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.	
40.	T	F	Due to the competitive nature of some projects, licensees may attempt to supplant other licensees or firms from work that is in progress.	